

***American Embassy Pretoria
September 14, 2006***

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

POSITION: Computer Management Assistant, FSN-7, FP-7

LOCATION: ISC, Pretoria

OPENING DATE: September 14, 2006

CLOSING DATE: September 28, 2006

WORK HOURS: Full-Time; 40 hours/week

SALARY: *EFM/MOH/OR/NOR: \$31,526 per annum
*Ordinarily Resident: R121,558 per annum, plus benefits

NOTE: All ordinarily resident applicants must have the required residency permit allowing application for a work permit before being able to apply. If the applicant has not had directly relevant experience, the applicant may be hired at a trainee level below the full performance level. Applicants not contacted within 30 days should consider the application unsuccessful. Applicants interviewed will be advised in writing of the results of the interview.

The U.S. Embassy in Pretoria is seeking the services of a Computer Management Assistant in the Information Systems Center (ISC)

BASIC FUNCTION OF POSITION

Under the supervision of the Customer Service Division's (CSD's) Senior Computer Management Specialist (FSN) the incumbent is responsible for the installation, operation and maintenance in his/her designated area of responsibility. Specifically the incumbent will focus on customer service within the embassy and provide application and systems analysis within the embassy. In the absence of CSD's Senior Computer Management Specialist the incumbent will report directly to CSD's OIC. Perform other duties as prescribed by management.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Salome Tlhaabye at (012) 431-4371.

QUALIFICATIONS REQUIRED

1. Completion of Grade 12 required. Further tertiary education in information systems or related required; Network +, A+ required.
2. Three years working experience in an English speaking customer service IT job where routine analysis and operation, management and utilization of computer software/hardware (PC and Networks) is performed and two of the three years working with Windows 2003 XP and MS Office.
3. English Level IV – fluency in writing, reading and speaking required.
4. Comprehensive working knowledge of post's information technology (IT) infrastructure, IT policies of the post and DOS, programming languages, IT operations management/IT security and functional knowledge of DOS applications. Requires a thorough knowledge of application systems analysis, testing and maintenance. In addition, a knowledge of Windows 2003 XP, MS Office, network processes and PC hardware.
5. Requires good customer interface and technical troubleshooting skills. The ability to expertly use all resources at ones disposal for problem solving.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM status must include in the cover letter accompanying their application that they are claiming EFM status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Application for U.S. Federal Employment (OF-612); or
3. A current resume or curriculum vitae that provides the same information as an OF-612; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

By Mail: Salome Tlhaabye
P O Box 9536
Pretoria, 0001

POINT OF CONTACT FOR INFORMATION

Salome Tlhaabye

Telephone: (012) 431-4371, Fax: (012) 431-4012 or e-mail to: HRrecruitment@state.gov

DEFINITIONS

1. ***Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe-haven abroad, or alternate safe-haven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. ***Member of Household (MOH):** 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. ***Ordinarily Resident (OR):** A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. ***Not-Ordinarily Resident (NOR):** A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

CLOSING DATE FOR THE POSITION: September 28, 2006